

## Office of Property Management (AM0)

*The mission of the Office of Property Management (OPM) is to maximize the value of the District's real property assets, and to create a wholesome environment for the District's customers, workforce, and all other facility users.*

|  |                      |
|--|----------------------|
| <b>Interim Agency Director</b>                     | <b>Harold Nelson</b> |
| <b>Proposed Operating Budget (\$ in thousands)</b> | <b>\$35,334</b>      |

| Fast Facts   |  |
|--|--|
| <ul style="list-style-type: none"> <li>The proposed FY 2001 operating budget is \$35,334,159, an increase of \$4,226,565 over the FY 2000 budget. There are 289 full-time equivalents (FTEs) supported by this budget.</li> <li>During FY 2000, the Office of Property Management completed a facility condition assessment of the agency's core properties and commenced making priority repairs. The assessment identified the most critical deferred maintenance currently facing District owned property.</li> </ul> | <ul style="list-style-type: none"> <li>During FY 2000, the Office of Property Management significantly reduced holdover penalties and late fees through the implementation of an automated lease system (Visual Lease). Visual Lease allowed the Office to streamline the administration and management of its lease portfolio.</li> </ul> |

### FY 2001 Proposed Budget by Control Center

The basic unit of budgetary and financial control in the District's financial management system is a control center. The Office of Property Management is comprised of two control centers that serve as the major components of the agency's budget.

#### FY 2001 Proposed Budget by Control Center

(Dollars in Thousands)

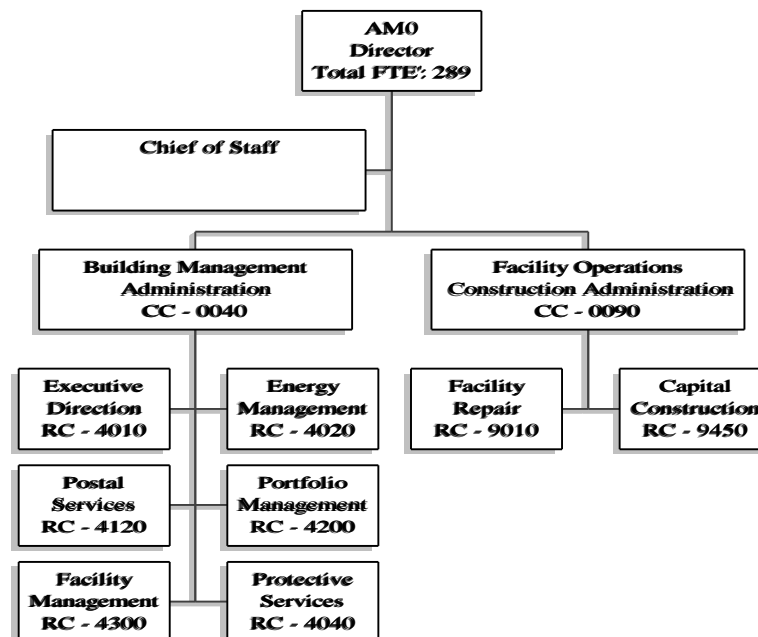
Office of Property Management

| Control Center                              | Proposed<br>FY 2001<br>Budget |
|---|-------------------------------|
| 0040 BUILDING MANAGEMENT ADMINISTRATION     | 26,144                        |
| 0090 FACILITY OPERATIONS CONSTRUCTION ADMIN | 9,190                         |
| AM0 Office of Property Management           | 35,334                        |

## Agency Overview and Organization

The Office of Property Management (OPM) has primary responsibility for facility management services within the District government. OPM performs acquisition, construction, leasing, facility management, repair and alteration, facility modernization, and security services for the tenant agencies/occupant of its facilities. The Office is divided into the following divisions:

- The Office of the Director provides departmental management, administration, and leadership, and develops and implements policies, regulations, and guidelines. The Office of the Director also provides oversight over technical, financial and budgetary matters.
- Portfolio Management directs matters relating to the acquisition and disposition of real estate interests, and the planning and management of real estate to achieve its highest and best use.
- Facility Management administers building operations and services, including engineering, custodial, inspection, planning, repairs, and non-structural improvements. Facility Management also manages and monitors contract compliance over the District's janitorial contracts, trash removal contracts, window washing contracts, and landscape service contracts.
- Postal Services manages the District's inter-agency mail program.
- Protective Services administers security contracts, and develops and maintains rules, regulations, instructions and procedures regarding security related functions. It also provides security services for District owned and leased facilities, and manages the District's electronic surveillance system.
- Energy Management processes the District's electronic, natural gas, fuel oil, and stem invoices, and manages the District's energy conservation program.
- Capital and Construction Services provides design and engineering services, and project management and construction management oversight to the District's capital improvement program for facilities.
- Facility Repairs provides monitoring and management of all facility repairs, performs project management relating to repair activities, monitors contracts, and performs major and minor repairs.



## FY 2001 Proposed Operating Budget

The Office of Property Management's Operating Budget is composed of two categories: (1) Personal Services (PS), and (2) Nonpersonal Services (NPS).

Within the PS budget category are several object classes of expenditure such as regular pay, other pay, additional gross pay, and fringe benefits. Within the NPS budget category are several object classes of expenditure such as supplies and materials, utilities, communications, rent, other services and charges, contractual services, subsidies and transfers, equipment and equipment rental, and debt service.

Authorized spending levels present the dollars and related full-time equivalents (FTE) by revenue type. Revenue types include: Local (tax and non-tax revenue not earmarked for a particular purpose); Federal (revenue provided by the federal government to support federally established programs or grants for a particular purpose); Private and Other (charitable contributions and fees from fines, etc); and Intra-District (payments for services provided by one District agency to another District agency).

| FY 2001 Proposed Operating Budget              |                      |         |                   |         |                     |         |          |         |  |
|--|----------------------|---------|-------------------|---------|---------------------|---------|----------|---------|--|
| (Dollars in Thousands)                         |                      |         |                   |         |                     |         |          |         |  |
| Office of Property Management                  |                      |         |                   |         |                     |         |          |         |  |
| Object Class                                   | FY 1999<br>Unaudited |         | Budget<br>FY 2000 |         | Proposed<br>FY 2001 |         | Variance |         |  |
| Regular Pay -Cont. Full Time                   | 10,513               |         | 10,595            |         | 11,307              |         | 712      |         |  |
| Regular Pay - Other                            | 75                   |         | 0                 |         | 0                   |         | 0        |         |  |
| Additional Gross Pay                           | 460                  |         | 392               |         | 392                 |         | 0        |         |  |
| Fringe Benefits                                | 1,916                |         | 1,579             |         | 1,989               |         | 409      |         |  |
| Subtotal for: Personal Services (PS)           | 12,963               |         | 12,567            |         | 13,688              |         | 1,122    |         |  |
| Supplies and Materials                         | 1,042                |         | 1,410             |         | 1,310               |         | -100     |         |  |
| Utilities                                      | 22                   |         | 824               |         | 520                 |         | -304     |         |  |
| Telephone, Telegraph, Telegram                 | -35                  |         | 270               |         | 200                 |         | -70      |         |  |
| Rentals - Land and Structures                  | 78                   |         | 630               |         | 630                 |         | 0        |         |  |
| Other Services and Charges                     | 15,247               |         | 3,392             |         | 3,547               |         | 155      |         |  |
| Contractual Services - Other                   | 3,118                |         | 11,403            |         | 14,812              |         | 3,409    |         |  |
| Subsidies and Transfers                        | 1,041                |         | 0                 |         | 0                   |         | 0        |         |  |
| Equipment and Equipment Rental                 | 80                   |         | 612               |         | 627                 |         | 15       |         |  |
| Subtotal for: Nonpersonal Services (NPS)       | 20,592               |         | 18,541            |         | 21,646              |         | 3,105    |         |  |
| Total Expenditures:                            | 33,555               |         | 31,108            |         | 35,334              |         | 4,227    |         |  |
|  |                      |         |                   |         |                     |         |          |         |  |
| Authorized Spending Levels<br>by Revenue Type: |                      |         |                   |         |                     |         |          |         |  |
|  | FTEs                 | Dollars | FTEs              | Dollars | FTEs                | Dollars | FTEs     | Dollars |  |
| Local  | 67                   | 6,949   | 77                | 7,229   | 69                  | 7,135   | -8       | -94     |  |
| Federal  | 0                    | 500     | 0                 | 0       | 0                   | 0       | 0        | 0       |  |
| Other  | 0                    | 1,163   | 2                 | 1,923   | 1                   | 1,930   | -1       | 8       |  |
| Intra-District                                 | 204                  | 24,944  | 199               | 21,956  | 219                 | 26,269  | 20       | 4,313   |  |
| Total:   | 271                  | 33,555  | 278               | 31,108  | 289                 | 35,334  | 11       | 4,227   |  |



## Agency Funding Summary

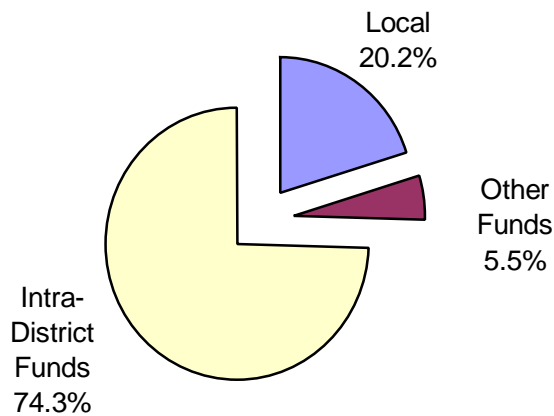
The proposed FY 2001 operating budget *for all funding sources* is \$35,334,159, an increase of \$4,226,565, or 13.6 percent, over FY 2000 approved budget. The Office of Property Management receives 20.2 percent of its funding from local, 5.5 percent from other and 74.3 percent from intra-District sources. There are 289 FTEs supported by this budget.

- **Local.** The proposed *local* budget is \$7,134,904, a decrease of \$93,360. Of this net decrease, a decrease of (\$148,960) is in personal services, and an increase of \$55,000 is in nonpersonal services. There are 69 FTEs supported by local sources.  
The change in personal services is comprised of:
  - \$151,040 increase for the 6 percent pay raise for non-union employees
  - (\$300,000) decrease for vacancies that will not be filled in FY 2001
 The change in nonpersonal services is comprised of:
  - \$55,000 increase for security costs based on OPM estimates
- **Other.** The proposed *other* budget is \$1,930,231, an increase of \$7,678. Of this net increase, \$107,702 is an increase in personal services, and (\$100,024) is a decrease in nonpersonal services. There is one FTE supported by other sources.
- **Intra-District.** The proposed *intra-District* budget is \$26,269,024, an increase of \$4,312,847 and 20 FTEs. Of this increase, \$1,162,847 is in personal services, and \$3,150,000 is in nonpersonal services. There are 219 FTEs supported by intra-District sources.

**Figure 1**

**Of the total  
Proposed FY 2001  
Operating Budget,  
20.2 percent is  
Local.**

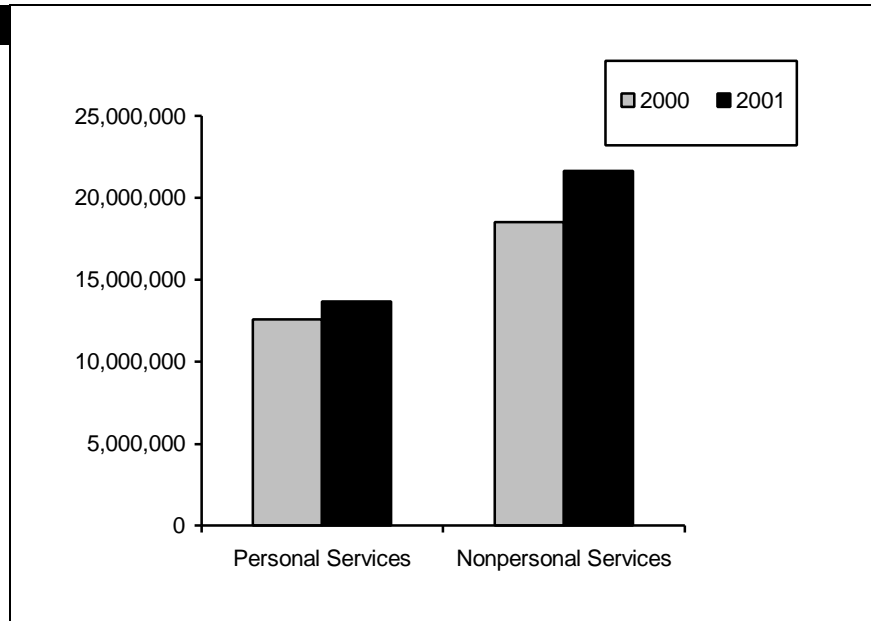
*Intra-District funds are 74.3 percent and other funds are 5.5 percent of the total FY 2001 operating budget.*



**Figure 2****FY 2001 Proposed Budget Includes an Increase for PS and NPS**

*Personal Services increased by 8.9 percent, from \$12.6 million in FY 2000 to \$13.7 million, in FY 2001.*

*Nonpersonal services increased by 16.7 percent, from \$18.5 million to \$21.6 million.*



## Occupational Classification Codes

Occupational Classification Codes (OCC) are used by federal agencies like the Bureau of Labor and Census Bureau, as a way of classifying workers into eight major occupational categories for the purpose of collecting, calculating, or disseminating data. The Office of Property Management workforce is divided among all eight occupational classification codes.

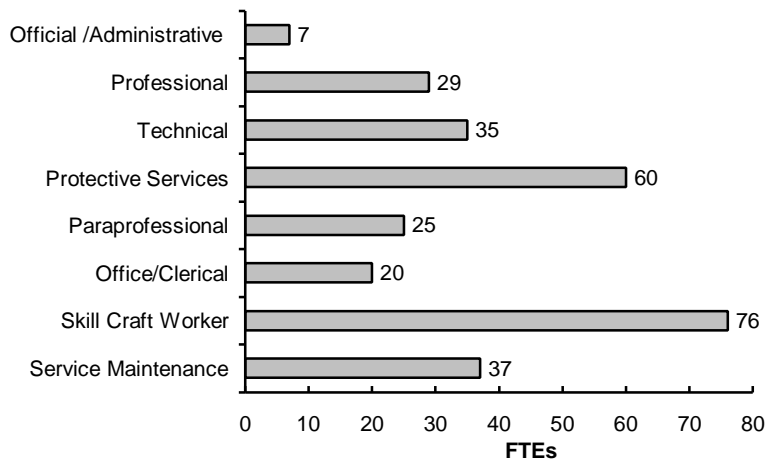
### Agency FTEs by Occupational Classification Code

| OC Code                  | FTEs in FY 2001 |
|--------------------------|-----------------|
| Official /Administrative | 7               |
| Professional             | 29              |
| Technical                | 35              |
| Protective Services      | 60              |
| Paraprofessional         | 25              |
| Office/Clerical          | 20              |
| Skill Craft Worker       | 76              |
| Service Maintenance      | 37              |
| <b>Total</b>             | <b>289</b>      |

### FTE Analysis

#### Agency FTEs by Occupational Classification Code

*The Office of Property Management is an administrative agency. Of the total FTEs, 26 percent are Skill Craft Workers. Another 21 percent are Protective Services employees.*



## Control Center Summaries

## 0040 Building Management Administration

**FY 2001 Proposed Operating Budget (Control Center)**

## BUILDING MANAGEMENT ADMINISTRATION

(Dollars in Thousands)

Office of Property Management

| <b>Object Class</b>                                    | <b>Budget<br/>FY 2000</b> | <b>Proposed<br/>FY 2001</b> | <b>Variance</b> |
|--|---------------------------|-----------------------------|-----------------|
| Regular Pay -Cont. Full Time                           | 5,344                     | 6,375                       | 1,031           |
| Additional Gross Pay                                   | 288                       | 288                         | 0               |
| Fringe Benefits  | 802                       | 929                         | 128             |
| Subtotal for: Personal Services (PS)                   | 6,433                     | 7,592                       | 1,159           |
| Supplies and Materials                                 | 404                       | 404                         | 0               |
| Utilities  | 824                       | 520                         | -304            |
| Telephone, Telegraph, Telegram                         | 270                       | 200                         | -70             |
| Rentals - Land and Structures                          | 630                       | 630                         | 0               |
| Other Services and Charges                             | 3,134                     | 3,289                       | 155             |
| Contractual Services - Other                           | 9,535                     | 12,944                      | 3,409           |
| Equipment and Equipment Rental                         | 349                       | 564                         | 215             |
| Subtotal for: Nonpersonal Services (NPS)               | 15,147                    | 18,552                      | 3,405           |
| Total Expenditures:                                    | 21,580                    | 26,144                      | 4,564           |
| <b>Authorized Spending Levels<br/>by Revenue Type:</b> | <b>Dollars</b>            | <b>Dollars</b>              | <b>Dollars</b>  |
| Local  | 7,229                     | 7,135                       | -94             |
| Other  | 1,923                     | 1,930                       | 8               |
| Intra-District   | 12,429                    | 17,079                      | 4,650           |
| Total:   | 21,580                    | 26,144                      | 4,564           |



**0040 Building Management Administration**

| BUILDING MANAGEMENT ADMINISTRATION |                                       |                             |                               |        |
|------------------------------------|---------------------------------------|-----------------------------|-------------------------------|--------|
| (Dollars in Thousands)             |                                       |                             |                               |        |
| Office of Property Management      |                                       |                             |                               |        |
| Program                            |                                       | Proposed<br>FY 2001<br>FTEs | Proposed<br>FY 2001<br>Budget |        |
| 4010                               | OFFICE OF DIRECTOR                    | 8                           | 600                           |        |
| 4020                               | ENERGY MANAGEMENT & FACILITY SERVICES | 7                           | 515                           |        |
| 4030                               | CUSTODIAL SERVICES                    | 0                           | 3,088                         |        |
| 4040                               | PROTECTIVE SERVICES                   | 63                          | 13,451                        |        |
| 4120                               | POSTAL SERVICES                       | 5                           | 500                           |        |
| 4200                               | PORTFOLIO MANAGEMENT                  | 8                           | 984                           |        |
| 4300                               | FACILITY MANAGEMENT                   | 47                          | 7,005                         |        |
| 0040                               | BUILDING MANAGEMENT ADMINISTRATION    | 138                         | 26,144                        |        |
| Total by Revenue Type:             |                                       |                             |                               |        |
| 0040                               | BUILDING MANAGEMENT ADMINISTRATION    | Local                       | 69                            | 7,135  |
| 0040                               | BUILDING MANAGEMENT ADMINISTRATION    | Other                       | 1                             | 1,930  |
| 0040                               | BUILDING MANAGEMENT ADMINISTRATION    | Intra-District              | 68                            | 17,079 |
| 0040                               | BUILDING MANAGEMENT ADMINISTRATION    | Total                       | 138                           | 26,144 |

**Program Overview**

The Building Management Administration manages the various functions involved in real property management. This administration is divided into six distinct units: the Office of the Director, Portfolio Management, Facility Management, Support Services, Protective Services and Energy Management. Each unit performs work related to their unique function while supporting Property Management's overall goal of increasing the value of the District's real estate portfolio.

The Building Management Administration has recently implemented a variety of innovative programs to improve the management of the District's real estate portfolio. In addition, the Office of Property Management has streamlined the management and administration of its leases. OPM has also procured landlord representation brokers to assist in increasing the amount of income earned from underutilized or vacant commercial property.

In FY 2001, the Energy Management division expects to realize approximately \$3 million of savings from the implementation of a newly designed Energy Program. Along with the savings from the Energy Management program, OPM expects to realize other fixed cost savings as well.

## 0040 Building Management Administration

### Proposed Budget Summary

The proposed FY 2001 budget for Building Management Administration totals \$26,143,679, an increase of \$4,563,718 over FY 2000. There are 138 FTEs supported by this control center.

- **Local.** The proposed *local* budget is \$7,134,904, a decrease of \$93,960 from FY 2000. Of this net decrease, a decrease of (\$148,960) is in personal services, and an increase of \$55,000 is in nonpersonal services. There are 69 full-time positions supported by local sources.

Major changes affecting the *local* budget include:

- \$151,040 increase for the 6 percent pay raise for non-union employees
  - (\$300,000) decrease for vacancies that will not be filled in FY 2001
  - \$55,000 increase for security costs based on OPM estimates
- **Other.** The proposed *other* budget is \$1,930,231, an increase of \$7,678. Of this net increase, \$107,702 is an increase in personal services, and (\$100,024) is a decrease in nonpersonal services. There is one full-time position supported by other sources.
  - **Intra-District.** The proposed *intra-District* budget is \$17,078,544, an increase of \$4,650,000 over FY 2000. Of this increase, \$1,200,000 is in personal services, and \$3,450,000 is in nonpersonal services. There are 68 full-time positions supported by intra-District sources.

## 0090 Facility Operations Construction Administration

**FY 2001 Proposed Operating Budget (Control Center)**

## FACILITY OPERATIONS CONSTRUCTION ADMIN

(Dollars in Thousands)

Office of Property Management

| <b>Object Class</b>                                    | <b>Budget<br/>FY 2000</b> | <b>Proposed<br/>FY 2001</b> | <b>Variance</b> |
|--|---------------------------|-----------------------------|-----------------|
| Regular Pay -Cont. Full Time                           | 5,251                     | 4,933                       | -319            |
| Additional Gross Pay                                   | 105                       | 105                         | 0               |
| Fringe Benefits  | 778                       | 1,059                       | 282             |
| Subtotal for: Personal Services (PS)                   | 6,134                     | 6,096                       | -37             |
| Supplies and Materials                                 | 1,006                     | 906                         | -100            |
| Other Services and Charges                             | 258                       | 258                         | 0               |
| Contractual Services - Other                           | 1,867                     | 1,867                       | 0               |
| Equipment and Equipment Rental                         | 263                       | 63                          | -200            |
| Subtotal for: Nonpersonal Services (NPS)               | 3,394                     | 3,094                       | -300            |
| Total Expenditures:                                    | 9,528                     | 9,190                       | -337            |
| <b>Authorized Spending Levels<br/>by Revenue Type:</b> | <b>Dollars</b>            | <b>Dollars</b>              | <b>Dollars</b>  |
| Intra-District   | 9,528                     | 9,190                       | -337            |
| Total:   | 9,528                     | 9,190                       | -337            |

## 0090 Facility Operations Construction Administration

| FACILITY OPERATIONS CONSTRUCTION ADMIN |  |                |                             |                               |
|--|--|----------------|-----------------------------|-------------------------------|
| (Dollars in Thousands)                 |  |                |                             |                               |
| Office of Property Management          |  |                |                             |                               |
| Program                                |  |                | Proposed<br>FY 2001<br>FTEs | Proposed<br>FY 2001<br>Budget |
| 9010                                   | FACILITY REPAIR ADMINISTRATION         |                | 104                         | 6,207                         |
| 9450                                   | BUILDING DESIGN & ENGINEERING/CAPITAL  |                | 47                          | 2,983                         |
| 0090                                   | FACILITY OPERATIONS CONSTRUCTION ADMIN |                | 151                         | 9,190                         |
| Total by Revenue Type:                 |  |                |                             |                               |
| 0090                                   | FACILITY OPERATIONS CONSTRUCTION ADMIN | Intra-District | 151                         | 9,190                         |
| 0090                                   | FACILITY OPERATIONS CONSTRUCTION ADMIN | Total          | 151                         | 9,190                         |

### Program Overview

The Facilities Operation Construction Administration primarily addresses the renovation, restoration, repair and modernization of District owned facilities. The capital construction division focuses on managing design and engineering projects while the facility repairs division performs minor and major repairs.

The Facilities Operation Construction Administration is currently in the process of reengineering both the construction and facility repair divisions, with the goal of moving from direct services delivery to contact oversight and program management. Once the reengineering is completed, OPM will focus on project and program management, contract administration, and operational and financial monitoring.

### Proposed Budget Summary

The proposed FY 2001 budget for Facility Operations Construction Administration totals \$9,190,480, a decrease of \$337,153 from FY 2000. There are 151 FTEs supported by this control center.

- **Intra-District.** The proposed *intra-District* budget is \$9,190,480, a decrease of \$337,153 from FY 2000. Of this decrease, (\$37,153) is in personal services, and (\$300,000) is in nonpersonal services. There are 151 full-time positions supported by intra-District sources.